



Administrative Assistant for Special Education

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Administrative Assistant for Special Education

REPORTS TO: Executive Director of Special Education

Summary of Position:

To serve as secretary to the Department of Special Education, to function as liaison between client-parents and the professional support staff in the District, and to maintain communications with other school districts servicing our students.

Minimum Qualifications:

- ☐ High School Diploma and excellent command of the English language.
- ☐ General office experience preferred.
- ☐ Good basic computer skills and aptitude to learn software programs used in this position.
- ☐ Ability to manipulate data base to access student information
- ☐ Neat appearance, strong organizational skills and ability to handle a multitude of responsibilities with minimal supervision and frequent interruptions.
- ☐ Ability to maintain an exceptional high degree of confidentiality, and sensitivity to the particular concerns of the parents of handicapped children.
- ☐ Such alternatives to the above that the Board may find appropriate and acceptable.

Responsibilities and Essential Functions:

- ☐ Maintains confidential personnel files.
- ☐ Prepares and maintains student master files for students with disabilities.
- ☐ Makes room reservations and arrangements for meetings and in-services.
- ☐ Maintains current caseloads, and support staff to assure that all IEPs and METs re current

☐ Serves as a positive public relations advocate for the District by interacting appropriately with visitors; and staff; answering questions; relaying messages; and following through with problem resolution.

☐ Performs other duties as assigned by the supervisor or Director.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: ASAP

Method of Application:

All interested candidates should submit a current resume via e-mail to:

eaajobs@eaaofmichigan.org

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or